



Greenwood County, SC

Job Description

FLSA: Non-Exempt

Exemption: N/A (Unique and specific examples may alter this designation. Affected employees will be notified by their supervisors).

Class Title: Clerk to Council

Department: County Council

Pay Grade: 107

Revised: 5/1/15

General Description

The Clerk to County Council is responsible for facilitating the legislative process for Council members, individually and collectively, and ensuring that appropriate protocol is followed. Support for the Management Team is accomplished through working with all County staff.

The Clerk to County Council is the position responsible for recording and filing the proceedings and papers of County Council, attesting to all official actions of County Council, and possessing related powers and duties. The position is responsible for administrative direction and working with confidential and controversial information.

The Clerk shall be highly motivated, exceptionally organized and attentive to detail. The Clerk will be responsible for performing research on county related issues and preparing memoranda summarizing findings and outlining various options for Council.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this job/class. Management may assign additional functions related to the type of work of the job/class as necessary.

Essential Functions:

Assists the County Council members by performing a variety of secretarial and clerical duties, which may include but are not limited to composing and/or preparing reports and correspondence, compiling data, maintaining inventory of office supplies and equipment, scheduling meetings, maintaining computer record-keeping operations, assisting in budget preparation, making travel arrangements and processing daily mail.

Makes logistical arrangements for, and prepares notices, agendas and supportive materials for Council and committee meetings; attends meetings; records and transcribes meeting minutes and makes them available to Council members and the public.

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Notifies Council members and media of public meetings; advertises public hearings, other public meetings and legal notices.

Anticipates and prepares materials needed by County Council for conferences, meetings, correspondence, etc.

Coordinates follow-up actions for contracts, easements, leases, bonds, ordinances, resolutions, deeds for property and other paperwork as required for efficient and effective operations of the County.

The Clerk to County Council shall perform and carry out any and all other duties and responsibilities assigned by the Administrative Code, by any other ordinance, resolution, or motion of County Council, by the Chair of County Council, or by applicable law.

The Chairman of County Council shall supervise the Office of the Clerk to County Council for daily affairs with County Council possessing ultimate authority.

Additional Duties:

Creates and organizes permanent records of ordinances, resolutions, minutes, petitions, and other legal documents; and files necessary copies with the Clerk of Court. Maintains custody of the county seal and maintains information on board appointments.

Interacts and communicates with the County Council members, County department heads and employees, sales representatives, consultants, news media, County officials, government agencies and the general public.

Finalizes County Council meeting agendas: After the County Manager and Council Chair have agreed upon the agenda, the Clerk to County Council shall finalize the agenda, publicize and communicate all relevant documents to Council Members, and prepare copies for expected attendance at meetings

Records meetings of County Council and make recordings available for review.

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Prepares official minutes of meetings and promptly disseminates draft copy to Council for review.

The Clerk will attend appropriate meetings as a representative for Council as directed, and provide a summary of each meeting for Council review.

Any communications to the Clerk to County Council Office will be disseminated promptly to the appropriate party(s).

The Clerk shall maintain a current calendar of meetings, events, etc. on the county website.

The Clerk shall be responsible for updating and maintaining complete information for each Agency, Board or Commission under the County operations or serving the County. The information may include member information, articles and/or by-laws, meeting minutes, and any other necessary information. The Clerk shall receive and maintain applications from individuals interested in serving on Agencies, Boards and Committees to which the Council makes appointments and shall promptly provide information about new applications to the Council liaison on an ongoing basis.

The Clerk shall be responsible for preparing all written documents, writing, preparing and printing all ceremonial documents/proclamations for presentations.

Conducts special studies and analyses, as directed by Council, to answer specific questions, and make oral and/or written reports of findings.

The Clerk shall notify all Council members of meeting dates, times and locations prior to the scheduled meeting.

Provides support services to County Council.

Performs all other duties as assigned.





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Responsibilities, Requirements and Impacts

Data Responsibility:

Data Responsibility refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Copies, transcribes, enters or posts data or information; knowledge of local and State government organizations and functional responsibilities; interpret statutory, regulatory and other bureaucratic material; knowledge of supervisory principles and practices; knowledge of principles, practices, methods and techniques commonly used in governmental legal search and development; knowledge of the organization, functions and interrelationships of County and other governmental agencies; and has the ability to comprehend, interpret and apply regulations, procedures and related information.

People Responsibility:

People include co-workers, workers in other areas or agencies and the general public.

Speaks with or signals to people to convey or exchange information of a general nature. Establish and maintain effective working relationships with co-workers, associates of both the executive and legislative branches of other government agencies, and representatives from other government, community, public and private organizations; and knows how to perform duties in a courteous manner and with the utmost integrity in the best interest of the public.

Asset Responsibility:

Asset responsibility refers to the responsibility for achieving economies or preventing loss within the organization.

Requires some responsibility for achieving minor economies and/or preventing minor losses through the handling of or accounting for materials, supplies or small amounts of money

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Mathematical Requirements:

Mathematics requires the use of symbols, numbers and formulas to solve mathematical problems.

Uses addition and subtraction, multiplication and division and/or calculates ratios, rates and percentages.

Communication Requirements:

Communication involves the ability to read, write, and speak.

Reads routine sentences, instructions, regulations, procedures or work orders; writes routine sentences and completes routine job forms and incident reports; speaks routine sentences using proper grammar. Is able to communicate effectively with a variety of public and private entities.

Judgment Requirements:

Judgment requirements refer to the frequency and complexity of judgments and decisions given the stability of the work environments, the nature and type of guidance, and the breadth of impact of the judgments and decisions.

Responsible for guiding others, making frequent decisions that affect the individual, co-workers and others who depend on the service or product; works in a somewhat fluid environment with rules and procedures, but many variations from the routine.

Identifies problems or situation as they occur and specific decision objectives; identifies or assists in identifying alternative solutions for problems; implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors; seeks experienced advice for situations and alternatives before exercising judgement; and is able to use independent judgement in performing routine and non-routine tasks.

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Complexity of Work:

Complexity addresses the analysis, initiative, ingenuity, concentration and creativity, required by the job and the presence of any unusual pressures present in the job.

Performs semi-routine work, following procedures, with occasional problems; requires normal attention for accurate results.

Impact of Errors:

Impact of errors refers to consequences such as damage to equipment and property, loss of data, exposure of the organization to legal liability, and injury or death for individuals.

The impact of errors is moderate – affects those in work unit.

Physical Demands:

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis and sustained keyboard operations.

Equipment Usage:

Equipment usage involves responsibility for materials, machines, tools, equipment, work aids, and products.

Handles or uses machines, tools, equipment or work aids involving some latitude for judgment regarding attainment of a standard or in selecting appropriate items.

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Unavoidable Hazards:

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

None

Safety of Others:

*Safety of others refers to the level of responsibility for the safety of others, either inherent in the job or to ensure the safety of the general public. **(Does not include safety of subordinates)**.*

Requires no responsibility for the safety and health of others

Minimum Education and Experience Requirements:

Requires an Associate's Degree or specialized courses/training equivalent to satisfactory completion of two years of college in secretarial science or related field.

Requires two years administrative, clerical, office support experience OR an equivalent combination of education, training and experience.

Special Certifications and Licenses:

None

Americans with Disabilities Act Compliance

Greenwood County is an Equal Opportunity Employer. ADA requires Greenwood County to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

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